

# JEFFERSON COUNTY PLANNING DEPARTMENT

445 W. PALMER MILL ROAD - MONTICELLO, FLORIDA 32345  
Phone (850) 342-0223 - Fax: (850) 342-0225



## STAFF REVIEW MINOR SUBDIVISION

(Check subdivision type):

- ☐ LOT SPLIT   ☐ FAMILY SUBDIVISION   ☐ MINOR REPLAT  
☐ MINOR SUBDIVISION   ☐ BOUNDARY ADJUSTMENT

**NOTE:** The Board of County Commissioners has provided procedures for property owners to transfer portions of their property. The applicant/owner should have a pre-application meeting with the Planning Official prior to submittal to ensure procedures and submittal requirements are understood. If all of the required materials submitted are correct and the fee is paid, the Planning Official should be able to approve the application upon submittal.

Owner's Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Proof of Ownership: (attach a copy of deed)

Mailing Address: \_\_\_\_\_

Parcel ID #(s): \_\_\_\_\_

Land Use Category/Zoning: \_\_\_\_\_ Number of Lots in Subdivision: \_\_\_\_\_

Streets (public or private) abutting the original and proposed lot(s): \_\_\_\_\_

**NOTE:** All maps shall be prepared and signed/sealed/dated by a Florida Registered Land Surveyor. They should be labeled correctly such as:

- a) Boundary Survey for (name of subject property owner),
- b) Map of proposed subdivision for (name of subject property owner),
- c) Exhibit "A" Lot #1, etc.

### ITEMS REQUIRED FOR SUBMITTAL:

1. This completed, notarized application form must be accompanied by the following maps:
  - a. PARENT TRACT MAP: A letter-sized or legal-sized [8½"x 11"] or [8½"x 14"] boundary survey drawing of the parent property prior to subdivision indicating any easements, existing structures, wetlands, FEMA flood-zones, fences or other improvements to be retained in the Planning Department files.
  - b. AN OVERALL SUBDIVISION MAP: A letter- or legal-sized [8½"x 11"] or [8½"x 14"] scaled drawing showing the following information:
    - i. Title Block indicating the subdivision name (examples: "Lot Split for John Doe", "Family Subdivision for Sam Smith", "Gardner Minor Subdivision"), and the Section, Township, & Range and Tax Parcel ID# of the subject parent parcel; and
    - ii. North arrow, scale, street names; and
    - iii. The entire subject property to be subdivided indicating the location and configuration of the proposed subdivision lots; with a lot number and acreage indicated for each lot; and
    - iv. The approximate perimeter dimensions of each lot to the nearest 10'; and
    - v. An "Approval Signature Block" as follows:

APPROVED BY: \_\_\_\_\_  
Planning Official Date

CONDITIONS: \_\_\_\_\_

2. New individual deeds shall be prepared and recorded in the Public Records of Jefferson County, Florida, in the Office of the Clerk of Courts for all parcels created by this subdivision approval, including any "remainder" parcel. All new deeds shall include the following:
  - a. An "Exhibit A", consisting of a letter-sized [8½"x 11"] or legal-sized [8½"x 14"] map of the new lot as a signed/sealed/dated and scaled drawing of the boundary survey, including the legal description (on a separate sheet if necessary) and depicting any easements, existing structures, wetlands, wetlands setbacks, FEMA flood-zones, and building setback lines. Many minor subdivisions or lot splits are for the sale of one or more small parcels being cut out of larger tracts of land. In recognition of expenses incurred in obtaining boundary

surveys, the Planning Official may allow that when the remainder tract is either very large or has an extensive boundary that would require an inordinate amount of expensive surveying, the new deed for the parent tract as a "remainder parcel" may be written as a "less and except" deed based on the original deed.

- b. An "Exhibit B", consisting of a copy of the OVERALL SUBDIVISION MAP as described above (see 1.b.) that has been signed and dated by the Planning Official. **NOTE: This exhibit must be part of every new deed to obtain a Development Permit for the construction of any improvement on any of the created parcels (including the parent tract).** It is recorded proof that the parcel is a bona fide Lot of Record in accordance with provisions of the Jefferson County Land Development Code as approved through the Planning Department.

## **FAMILY SUBDIVISIONS:**

The subdivision map (map "b." above) shall indicate the name of the family member who is to become owner of each newly-created lot. If the applicant is to retain a parcel, the applicant/owner lot can be identified by the name or indicated as "Parent Tract".

The deeds for each lot in a Family Subdivision should reflect the name of the family member who will become owner of the individual lot, whether the parcel is to be transferred to the individual immediately as the grantee, placed in a trust named as grantee, or indicated as a partial owner along with the grantor(s) until such time as the parcel is subsequently transferred to the heir or the recipient family member becomes the surviving owner.

## **SUBMITTAL PROCEDURE:**

1. The applicant/owner submits this completed, signed, and notarized application form with Maps "a" (PARENT TRACT MAP) and "b" (SUBDIVISION MAP) as indicated above along with all of the completed new deeds to the Planning Department.
2. Upon review of all documentation and verification everything is complete and in order and the fee has been paid, the Planning Official will sign, date, and list any conditions of approval on the Approval Block of Map "b" (see above).
3. A copy of the signed and dated Approval Map shall be attached to each new deed to indicate Planning Department approval and shall be recorded in the Public Records of Jefferson County with the deed.
4. The applicant shall provide certified copies of the recorded deeds to the Planning Department. **Failure to provide certified copies of the recorded deeds may result in delays in obtaining any type of future building or development permit.**

The undersigned fully understand no further division is permitted unless a development plan is prepared and submitted in accordance with the Jefferson County Land Development Code (LDC). It is further understood that it is unlawful for any property owner to transfer, sell, or agree to sell such land by reference to, exhibition of, or by other use of a plat or subdivision of such land without having submitted a plan and plat of such subdivision for approval as required by the Jefferson County LDC with a recorded subdivision plat as required. If such unlawful use were made of a plat before it is properly approved and recorded, the owner or agent of the owner of such land shall be deemed guilty of a misdemeanor and shall be punishable as provided by law.

Owner	Date	Owner	Date
Owner	Date	Owner	Date
Notary Public		Date	
My Commission Expires: _____		(Seal) _____	

## **APPROVAL**

I have reviewed this application and determined that the proposed minor development subdivision meets the conditions of the Jefferson County LDC and otherwise complies with all applicable laws and ordinances.

Planning Official	Date
Conditions of Approval: _____	

Example format of the SUBDIVISION MAP  
Size can be Letter- (8 1/2"x11") or Legal-size (8 1/2"x14") paper

**PROPOSED SUBDIVISION  
LOCATED IN SECTION X  
TOWNSHIP X SOUTH, RANGE X EAST  
JEFFERSON COUNTY, FLORIDA**

**APPROVED BY:** \_\_\_\_\_  
**PLANNING OFFICIAL**

**DATE** \_\_\_\_\_

**CONDITIONS:** \_\_\_\_\_

\_\_\_\_\_

*This is an example of a "sketch" showing the graphical information required to depict the proposed subdivision configuration for the site. This signed and dated sheet must be recorded by the County Clerk with a copy returned to the Planning Department.*

SURVEYOR NAME \_\_\_\_\_ Date \_\_\_\_\_  
Florida Licensed Surveyor and Mapper L.S. #XXXX

Not valid without signature and the original raised seal of a Florida licensed surveyor and mapper

<b>SURVEY COMPANY NAME</b> CERTIFICATE OF AUTHORIZATION NUMBER LB XXXX XXX S. MAIN STREET THAT CITY, FLORIDA XZIPX	XXX. XX, 200X <b>DATE</b> XX-XXX-XX <b>JOB NO.</b>
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PHONE: (XXX) XXX-XXXX FAX: (XXX) XXX-XXXX